

TO	U.S. DEPT. OF AGRICULTURE RURAL DEVELOPMENT RICHMOND, VIRGINIA	MANUAL	ISSUE NO.
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PROCEDURE NOTICE**MANUAL CHANGES****Virginia RUS Instruction 1780****WATER AND WASTE LOANS AND GRANTS.**

Virginia RUS Instruction 1780, section II.F.2., has been modified to delete the requirement for submission of a CPAP diskette, as all information entered in the CPAP program is now on a server. Exhibit A, items 3 and 8, has been revised to add the RUS bulletins which provide guidance in preparing a PER and to reflect that an environmental report is required. The web site address for water and waste regulations, bulletins, and forms has also been added. Exhibit B, Water and Waste LOC, has been revised to provide the web site address for water and waste regulations, bulletins, and forms; reflect mandatory participation in the preauthorized debit (PAD) payment process; conform with the new requirements for financing statements; reflect the correct reserve requirement; delete the phrasing "which is (are) mentioned later" in each of the security sections; to require that the applicant provide Rural Development with a copy of their mandatory hook-up ordinance, if applicable; outline requirements for compliance reviews; and to remove the outline of operation and maintenance expenses in Attachment 1. Other minor changes have been made throughout the LOC; therefore, it is being reissued in its entirety. The following sections have also been modified to conform with the new requirements for financing statements: Exhibit D, sections E.3 and E.6; Exhibit D, Attachment 2; and Exhibit D, Attachment 3. Virginia RUS Bulletin 1780-2, Attachment 1, Table II, has been revised to add the phrase "including rehabilitation" under water storage facilities. Virginia RUS Bulletin 1780-4 is being reissued in its entirety, as various file positions and instruction references have been changed.

REMOVE

Virginia RUS Instruction 1780, pages 3 and 4; Exhibit A, pages 1 and 2; Exhibit B; Exhibit D, pages 3 and 4; Exhibit D, Attachment 2; Exhibit D, Attachment 3; Virginia RUS Bulletin 1780-2, Attachment 1, page 1; and VA RUS Bulletin 1780-4

INSERT

Virginia RUS Instruction 1780, pages 3 and 4; Exhibit A, pages 1 and 2; Exhibit B; Exhibit D, pages 3 and 4; Exhibit D, Attachment 2; Exhibit D, Attachment 3; Virginia RUS Bulletin 1780-2, Attachment 1, page 1; and VA RUS Bulletin 1780-4

Virginia Instruction 1942-A**ASSOCIATIONS - COMMUNITY FACILITY LOANS.**

Virginia Instruction 1942-A, page 7, has been revised to correct the instruction reference in item IX. Exhibit A, Community Facilities Preapplication Checklist, has been revised to add the web site address for community facilities regulations, bulletins, and forms. Exhibit B, Community Facility LOC (reissued in its entirety), has been revised to provide the web site address for community facilities regulations, bulletins, and forms; to reflect mandatory participation in the preauthorized debit (PAD) payment process; conform with the new requirements for financing statements; outline requirements for compliance reviews; and correct typographical errors throughout the LOC. The following sections have also been modified to conform with the new requirements for financing statements: Exhibit D, sections E.3 and E.7; Exhibit D, Attachment 2, and Exhibit D, Attachment 3. Guide 3 has also been modified to make corrections to procedure references.

REMOVE

Virginia Instruction 1942-A, page 7;
Exhibit A; Exhibit B; Exhibit D,
pages 3, 4, and 5; Exhibit D,
Attachment 2; Exhibit D,
Attachment 3; and Guide 3

INSERT

Virginia Instruction 1942-A, page 7;
Exhibit A; Exhibit B; Exhibit D,
pages 3, 4, and 5; Exhibit D,
Attachment 2; Exhibit D,
Attachment 3; and Guide 3

Virginia Instruction 1942-C**ASSOCIATIONS - FIRE AND RESCUE LOANS.**

Virginia Instruction 1942-C, paragraph III, has been changed to require use of Guide 3 of VA 1942-A as the official Virginia checklist. Exhibit A, Fire and Rescue Application Checklist, has been revised to add the web site address for community facilities regulations, bulletins, and forms. Exhibit B, Fire and Rescue LOC (reissued in its entirety), has been revised to provide the web site address for community facilities regulations, bulletins, and forms; to reflect mandatory participation in the preauthorized debit (PAD) payment process; conform with the new requirements for financing statements; outline requirements for compliance reviews; and to correct typographical errors throughout the LOC. Exhibit C has also been modified to conform with the new requirements for financing statements. Guide 4, Processing Checklist, has been removed, as the checklist in Virginia 1942-A will now be used for fire and rescue loans.

REMOVE

Virginia Instruction 1942-C, pages
1 and 2; Exhibit A; Exhibit B; Exhibit C;
and Guide 4

INSERT

Virginia Instruction 1942-C, pages
1 and 2; Exhibit A; Exhibit B; and Exhibit C

Virginia Instruction 2033-A**RECORDS MANAGEMENT IN RURAL DEVELOPMENT
FIELD OFFICES.**

Virginia Instruction 2033-A, page 3, has been revised to delete Exhibit B, Guide 3, and renumber Guide 4 as Guide 3. Guides 1, 2, and 3 are being reissued in their entirety, as various file positions and instruction references have been changed. In addition, all guides have been revised to reflect the required attachments to Form RD 2006-38, Civil Rights Impact Analysis. This new requirement is outlined in RD AN No. 3776 (2006-P), and is applicable to all programs administered in water and waste and community facilities. In addition, Guide 1 has been modified to add "Bulletin 1780-22" as the form number for "evidence of no outstanding judgment" and to reflect that certification must be provided that as-built drawings are on file versus providing Rural Development with a set of drawings. Guide 2 has also been modified to reflect that certification must be provided that as-built drawings are on file versus providing Rural Development with a set of drawings.

REMOVE

Virginia Instruction 2033-A, pages
3 and 4, and Exhibit B, Guides 1 through 4

INSERT

Virginia Instruction 2033-A, pages
3 and 4, and Exhibit B, Guides 1 through 3

Virginia Instruction 3575-A**COMMUNITY PROGRAMS GUARANTEED LOANS.**

Virginia Instruction 3575-A, Exhibit A, is being reissued in its entirety, as various file references have been changed.

REMOVE

Virginia Instruction 3575-A, Exhibit A

INSERT

Virginia Instruction 3575-A, Exhibit A